





ExamView Advanced Tips

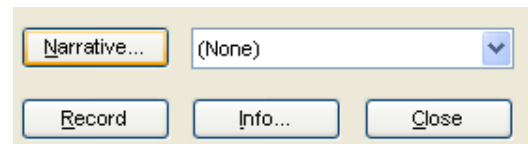
Test Bank versus Test

1. There is a difference between a bank and a test. Banks are a collection of questions that can be pulled into tests. A test bank from a textbook is an example but not the only use for a test bank. It's a good idea to create banks that you can add to each year so a good collection of questions can be developed. There are test banks for science and social studies COTs on the R: Drive.
2. The icon for a test looks like this . The icon for a bank looks like this .
3. Tests cannot be imported into other tests. ONLY banks can be imported into tests.
 - a. You can import questions from banks into an existing test by using the Select menu. 
 - b. You can also use these buttons 
 - c. Select while viewing (the icon with the binoculars) lets you see the questions before importing them into a test.
4. You can turn a test into a bank by going to File/Export/ExamView Question Bank.



Select	Question	Test	Help
Randomly...		Ctrl+1	
From a List...		Ctrl+2	
While Viewing...		Ctrl+3	
By Standard...		Ctrl+4	
By Criteria...		Ctrl+5	
All Questions...		Ctrl+6	

Narratives

5. A narrative groups questions together using a prompt. Use a narrative when you have several questions based on a reading, image, chart, or graph.
6. Create the narrative by pressing the Narrative button. After the Narrative is saved, it will appear in the drop-down box. Select it for all the questions that are based on the reading or image.



Scanning

7. If you need to scan an image or reading passage from a paper copy, e-mail it to yourself using a Ricoh.
8. Once the .pdf arrives in your Inbox, do the following:
9. For a reading passage
 - a. Go to Document/OCR Text Recognition/Recognize Text Using OCR.
 - b. This will allow the .pdf to recognize characters instead of seeing the entire page as an image.
 - c. OCR will probably not catch 100% of your words, so be sure to proofread.
10. For an image
 - a. Take a screen shot (Using +S in One Note is the easiest way to take a screen shot. Make sure you have opened One Note previously in order for +S to work.)